

Tempe Fire Department Policies and Procedures
Inventory Services Specialist
410.02P
Rev 4-7-95

DEFINITION

To perform a variety of duties in support of the Fire Department or Water Management purchasing and warehouse operations including the receipt, storage, distribution and inventory of equipment and supplies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Fire Chief, Warehouse Supervisor or from other supervisory or management staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Order materials, supplies and clothing; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; extend costs and run totals; determine proper stock levels of items.
- Receive, stock and issue materials, supplies and clothing; verify incoming shipments for appropriate quantity and quality.
- Inventory materials, supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Participate in the design and maintenance of the computer inventory system; maintain an automated supply ordering system; maintain accuracy of computerized inventory system.
- Provide follow-up on all orders to insure delivery schedules are met.
- Prepare bid specifications for all medical, operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Coordinate maintenance repairs on various department equipment.
- Coordinate maintenance and upkeep on all department buildings, landscape, and security.
- Participate in budget administration; monitor and control budgetary expenditures.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Storekeeping methods and procedures including inventory control.
- Warehousing procedures including the receipt of equipment and supplies.
- Ordering and purchasing procedures.
- Computerized Inventory procedures and forms.
- Modern office procedures, methods and computer equipment.
- Basic mathematic principles.
- Safe work practices.

Ability to:

- Select and recommend the purchase of routinely used materials and supplies.
- Perform arithmetic calculations accurately and rapidly.
- Evaluate needs and estimate future supply requirements for inventory items.
- Prepare and maintain complete and accurate records and reports.
- Learn to operate a computer terminal and software relating to inventory, ordering and distribution.
- Maintain contact with vendors for product and service information.
- Work effectively in the absence of supervision.
- Lift, move, sort and store objects of medium weight.
- Organize, stock and issue supplies and equipment.
- Communicate effectively, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.

Training:

Equivalent to completion of the twelfth grade. Additional training in inventory control and/or accounting is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.